

# Quotation Request //

## US Government Publishing Office

Virginia Beach Regional Office  
291 Independence Blvd., Suite 401  
Virginia Beach VA 23462-

**JACKET:622-003**

**Quotations are Due By:**

**(Eastern Time)11:00 AM on 11/30/2021**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

**TITLE:** #9 BUSINESS REPLY ENVELOPES (DSO 772370)

**QUANTITY:** 1000000 envelopes.

Quotes submitted after the due date and time listed above will not be considered for this small purchase

. **SUBMIT QUOTES** via Quick Quote (<https://securessl.access.gpo.gov/cc/openjobs.aspx>)

Register: (<https://securessl.access.gpo.gov/cc/Register.aspx>) Fax, email, and phone quotes are not acceptable. All problems submitting quotes must be reported prior to bid opening to 757 490-7940

. If any additional costs are incurred during the production of this job due to Government action (i.e. AA's), contractor is required to contact the Printing Specialist in writing for approval before proceeding

**TRIM SIZE:** #9 Business Reply Envelope: 8-7/8 x 3-7/8"

**PAGES:** 2 pages (face only)

### **SCHEDULE:**

Furnished Material will be available for pickup by 12/01/2021

Deliver complete (to arrive at destination) by 12/20/2021

F.O.B. destination

\*\*\* PDF PROOF required. \*\*\* F.O.B. Destination to Boyers, PA

Submit PROOFS as soon as possible in order to comply with the shipping schedule. Date of receipt is not considered first day. At contractor's option, a fax or email of proof sign-off sheet is acceptable.

**PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY**

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

### **DESCRIPTION:**

PRINTS in Pantone 3537CP Green. **CONSTRUCTION:** Open 8-7/8" side with fully gummed flap.

PDF PROOF required. **DELIVER** to Boyers, PA. Email tracking#

**MATERIAL FURNISHED:** Contractor to receive. -PDF will be emailed upon award. Prior to image processing, the contractor shall perform an extensive check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Technical Contact on the Desktop Publishing Form, GPO 952. The contractor shall create or any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
JCP Code\* V20, Writing Envelope; White, Basis Size 17 X 22" Basis Weight 24#

### **COLOR OF INK:**

Pantone 3537CP Green

**PRINT PAGE:** One Side Only

### **MARGINS:**

See attached file

**PROOFS:**

When emailing, please be reminded that not all emails are entered correctly and many Government agencies have significant firewalls, as such a phone call to confirm receipt of email is required

. Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Include REMINDER that agency can keep proof ONE (1) workDAY. Date of receipt is NOT considered first workday.

EMAIL to jennifer.2.brown@dla.mil; christopher.b.mcneish.civ@mail.mil, and wward@gpo.gov

CALL (757) 278-8264 to confirm receipt

**PACKING:**

Package to ensure no damage prior to receipt by agency. Pack in uniform quantities.

Boxes must be filled to capacity without air. DO NOT DOUBLE STACK PALLETS

Box

**DISTRIBUTION:**

Email tracking# to jennifer.2.brown@dla.mil on same day product ships. Ensure all boxes contains title, job#, and box# of total shipment.

INSIDE DELIVERY OF FINAL PRODUCT BY 2PM TO: Department of Defense

1137 Branchton Road ATTN: Christopher McNeish

Boyers, PA 16018

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests-General Inspection Level I (b) Destructive Tests-Special Inspection Level S-2

Specified Standards -- The specified standards for the attributes requiring them shall be:

ATTRIBUTE

SPECIFIED STANDARD

P-9. Solid or Screen Tints Color Match . . . . . Average Type Dimension in Publication

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

. PAYMENT: Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

-- Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

-- For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=622003>